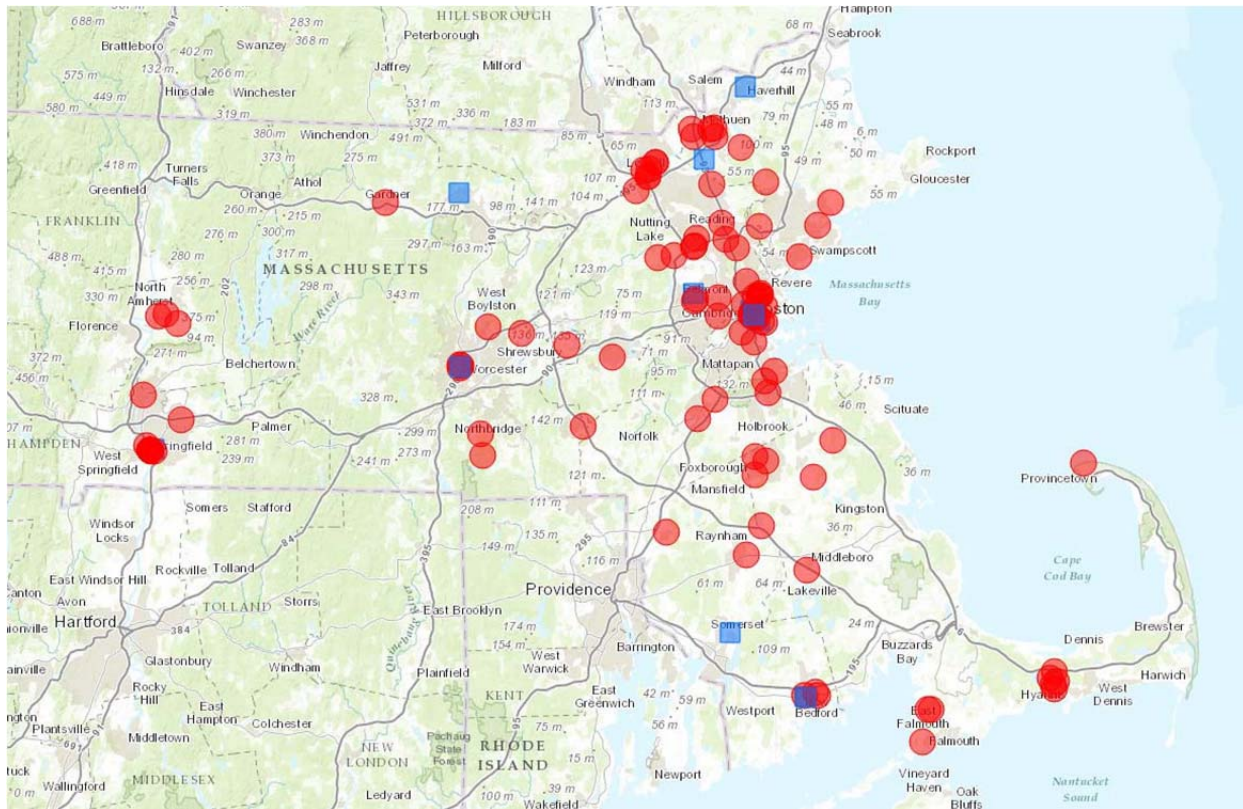




GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE

Inventory of Owned and Leased Properties (IOLP)



User Guide
January, 2016

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INTRODUCTION

The Inventory of Owned and Leased Properties (IOLP) allows users to search properties owned and leased by the General Services Administration (GSA) across the United States, Puerto Rico, Guam and American Samoa. It's designed to be accessible to users via computer (Mac or PC), SmartPhone or Tablet. IOLP is a visual tool that allows users to understand where GSA has space across the country and its territories.

The map includes basic functionality, such as:

- Zoom In/Zoom Out - Zooms the map in or out
- Locate Me - Finds your current location
- Home - Reset the map to show you all the data in your map
- Search Bar - Search a specific address
- Pan - Click and hold, then move the mouse to pan the map

There are three primary searches:

- Property by Senator or Representative (GSA Owned or Leased)
- Property by State or Congressional District (GSA Owned or Leased)
- Lease Search (GSA Leased Only)
 - Lease Location
 - Lease Expiration
 - Lease Available Square Footage

PRIMARY SEARCHES

Once the search has been completed, the results will display in IOLP and each result can be selected to display information about specific buildings. The Results Window on the left lists all the properties or leases returned from the search and can be exported as a .CSV file.

Property by Senator or Representative (GSA Owned or Leased)

The “Property by Senator or Representative” search can search GSA Owned and/or Leased properties by a specific Senator or Representative’s name.

Start by clicking on the dropdown for Owned/Leased to determine the type of properties displayed. You can then search by choosing a Senator/Representative from one of the dropdowns or by typing in a Senator/Representative’s name. Once selected, click search and the map will return properties that fall within that Congressional member’s geographic responsibilities.

Property by Senator or Rep. ×

Search by Senator Name or Representative Name

Owned/Leased:

Both

▼

type or select a senator name

▼

Search

type or select a representative name

▼

Search

Clear Results

Export Results

Property by State or Congressional District (GSA Owned or Leased)

The “Property by State or Congr. District” search, can search GSA Owned and/or Leased properties by a specific State or Congressional District.

1. Select which search you would like to perform at the top: State or Congressional District.
2. Either drag the point to the map (which will auto fill the relevant State or Congressional District returned) and click Search, or simply type/select the State Code or Congressional District (if you know the number) from the dropdown.
3. Click on the dropdown for Owned/Leased to determine which type of properties you’d like the search to return.

Property by State or Congr. District

Select State or Congressional District

Select By:

☒ State

☐ Congressional District

From Map:

Or

From Dropdown:

type a state code

Owned/Leased:

Both

Search

Clear Results

Export Results

Lease Search (GSA Leased Only)

The “Lease search,” will search existing leases GSA has for placing its agencies in private landlord controlled space. Filter leases by selecting one or more parameters: By Geography, By Lease Expiration or By Available Space.

“By Geography” returns leases in a certain State, City or Zip Code. “By Lease Expiration” returns leases expiring on/before or after a specific date, while “By Available Space” returns leases with available space.

Lease Search

×

By Geography:

State: type or select a state

City: type or select a city

Zip: type or select a zip

By Lease Expiration:

Lease Expiring After:

Lease Expiring On or Before:

By Available Space:

Min: select a value

Max: select a value

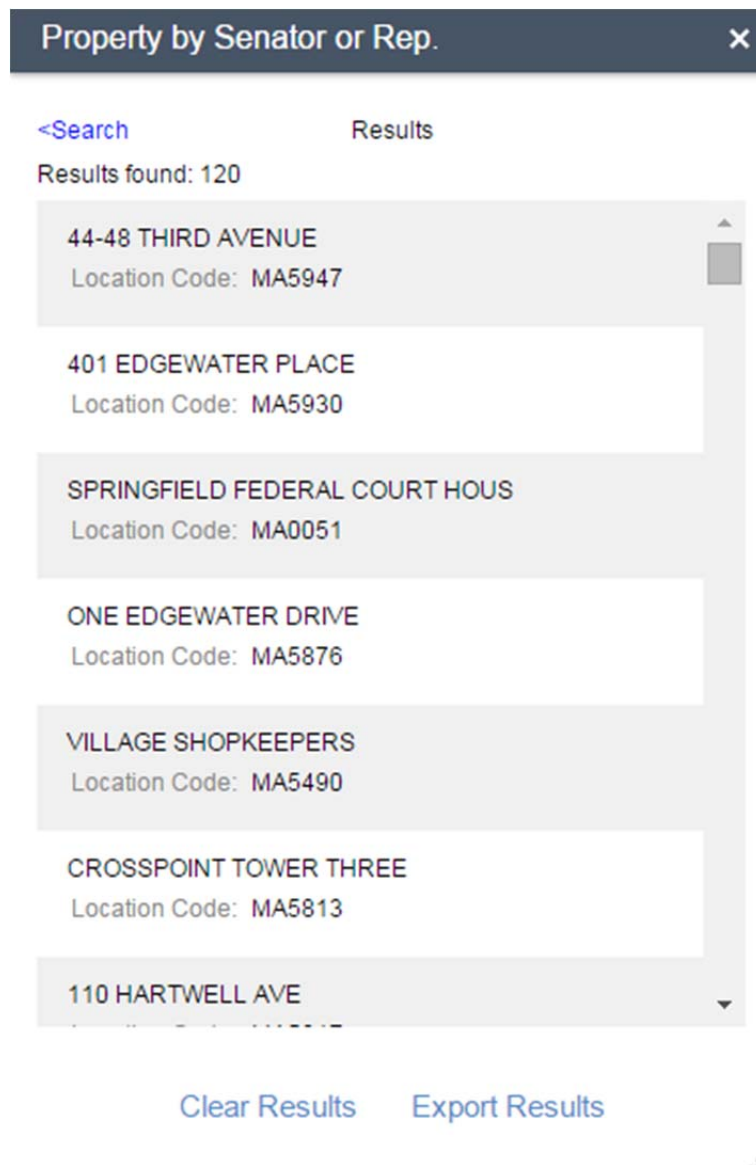
Search

Clear Results

Export Results

Clear/Export Results

All completed searches offer a list of returned results in the Results Window. From here, you can click on a specific line and be taken to that location on the map. “Clear Results” clears the search and prepares the tool for a new one, while “Export Results” exports the returned results into a CSV file.

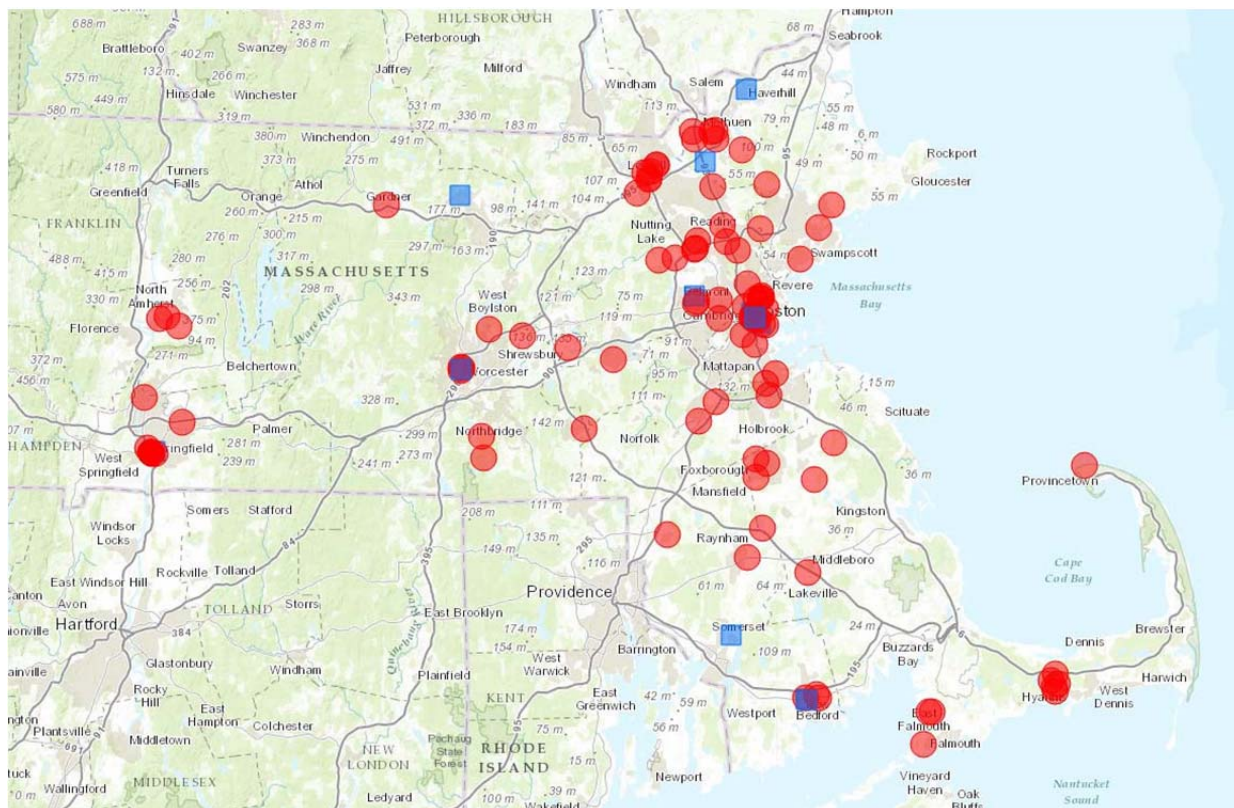


Manipulating the Map

Results returned on the map are symbolized one of two ways:

Blue Square = Federally Owned

Red Circle = Leased Property



POP- UP WINDOWS

Clicking on a location from a high-level will “stack” buildings and you can scroll through the buildings with the arrows at the top-right of the pop-up. Zooming in on a location will spread locations out so that each one has its own pop-up as opposed to scrolling through multiple buildings.

Property Pop-up

Clicking on a location in either the Property by Senator or Representative (GSA Owned or Leased) or Property by State or Congressional District (GSA Owned or Leased) search in the tool will produce a pop-up with information about that building. That information is described as follows:

Location Code - GSA's alphanumeric identifier for the building

Owned or Leased - Whether the building is Federally Owned (F) or Leased (L)

GSA Region - GSA assigned region for building location

Street Address/City/State/Zip Code - Building Address

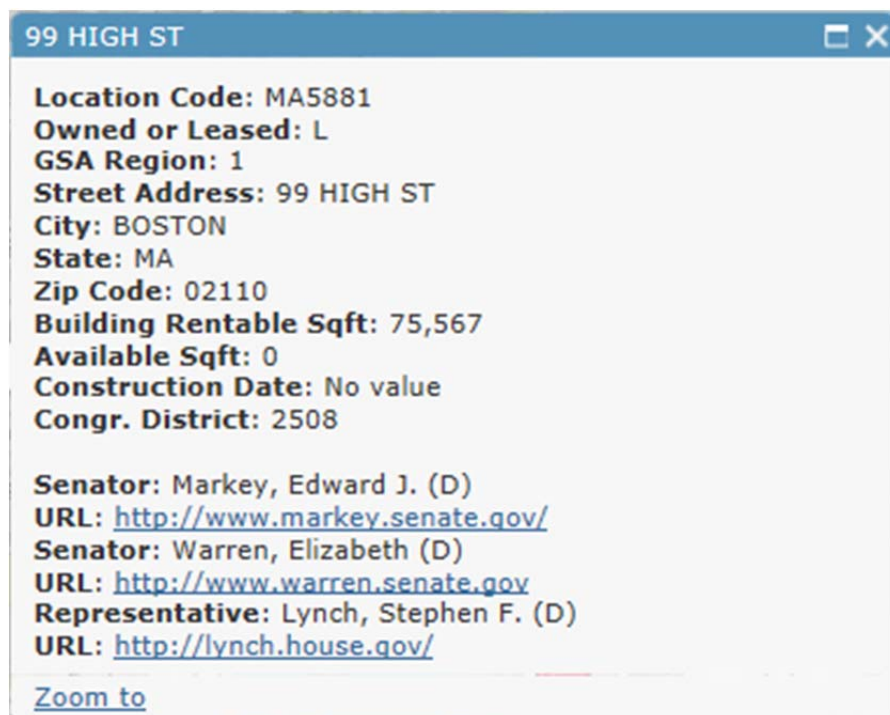
Building Rentable Sqft - Total Rentable Square Feet in building

Available Sqft - Total Available Square Feet in Building

Construction Date - Construction Date of building

Congr. District - Congressional District building is located in

Senator/Representative/URL - Senator/Representative name and URL responsible for building



Lease Pop-up

Clicking on a lease from the Results Window will zoom to that lease's location and produce a pop-up with information about that lease that meet the selected criteria. That information is described as follows:

Location Code - GSA's alphanumeric identifier for the building

Lease Number - Lease number

Street Address/City/State/Zip Code - Building Address

Lease Effective Date - Effective (start) date of lease

Lease Expiration Date - Expiration (end) date of lease

Building Rentable Sqft - Rentable square footage in lease

Congr. District - Congressional District building is located in

Senator/Representative/URL - Senator/Representative name and URL responsible for building

